

FINAL RECOMMENDATION

Recommendation of the Action Plan Team: CORE Mission

State of Issue #: 5-11

Recommendation #: R-21

Summary: Course instructors shall be required to continually review a current list of available publications and products and identify and promote the use of those materials in class.

Recommendation:

1. Adopt recommendation for course instructors, program chairs and instructional systems specialists to continually review the current list of publications and products and promote their use in the classrooms and as reference materials. (Contracts for future instructors need to reflect this new requirement when writing the statement of work.)
2. Create within the USFA web page a section for NFA instructors: "Instructors Need-to-Know", informing them of new publications, products, training requirements and other information available for their use in the classroom.
3. Consideration should be given to adding all NFA course instructors to the USFA Web Master's automatic notification system.

Background: Despite comprehensive dissemination of USFA Publications, currently some NFA course contract instructors are not able to avail themselves to new information/publications. Awareness is the key element of keeping everyone informed of all new publications and products available.

1. Step(s) to Achieve: Course instructors, program chairs, and instructional systems specialists be made aware of all new publications and products available for use in their curriculum i.e., a notice posted on the NETC public folder, copies provided to the LRC, information posted on the USFA publications web page, posted on the campus' KIOSK system.
2. Estimated Time Frame: Partially implemented. Should be fully implemented by third quarters of FY2001.
3. Estimated Cost: Minimal staff time.
4. Outcome: Course instructors and program chairs better informed of new materials that are available for enhancing the curriculum for the benefit of the students.

Conclusion:

The Core Mission Team supports this recommendation.
Integration of new publications and products increase utilization of
various curriculum concepts.

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